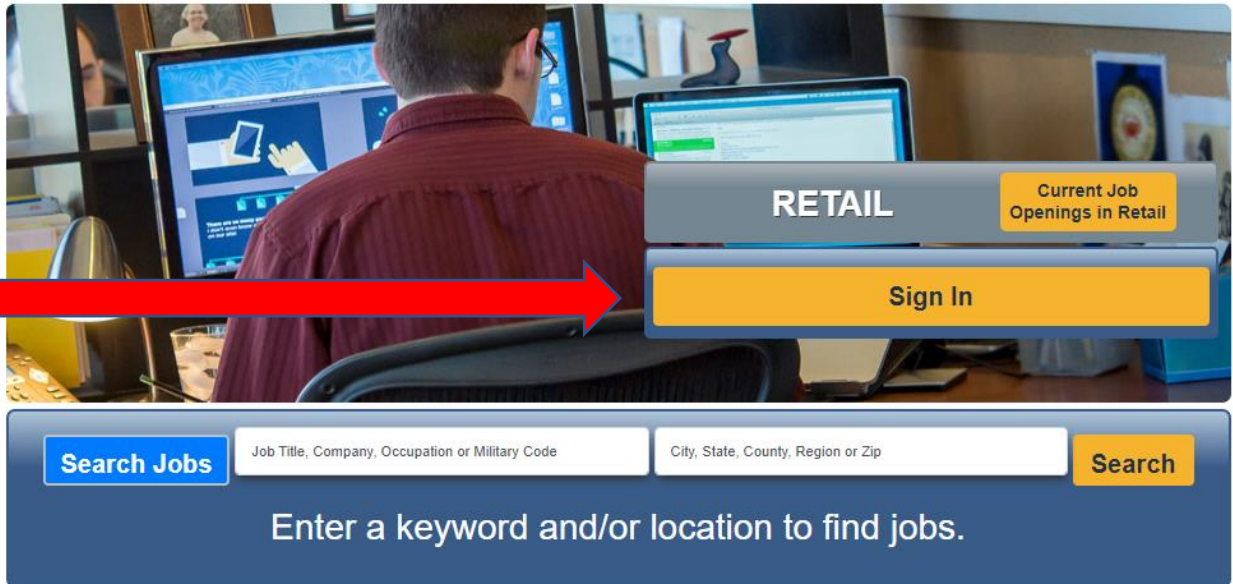


# Third Party Administration Registration





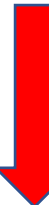
Please click on the **Sign In** button indicated by the red arrow in the screenshot below.



Visit our DLR Site



Once on the login/registration page you will need to scroll down to option 3, **Create a User Account**. You will then want to select employers and agents.

 <b>Individual</b> 14 min(s) estimated	 <b>Employers and Agents</b> 14 min(s) estimated	 <b>Provider</b> 10 min(s) estimated	 <b>Work Opportunity Tax Credit (WOTC) Out-of-State Staff</b>
Register as this account type if you are an <b>individual</b> and wish to search for the latest job openings, post a résumé online, <b>find career</b> guidance, search for training and education programs, find information on local employers, etc.	Register as this account type <b>on behalf of your company</b> or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also <b>post job openings</b> online, as well as file for the Work Opportunity Tax Credit (WOTC). 	Register as this account type if you are a <b>training provider</b> who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to <b>enter information about your courses</b> , such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.	<div>This registration is for the Work Opportunity Tax Credit (WOTC) Out-of-State WOTC State Coordinator Staff. Only Out-of-State Staff who process WOTC Applications within their own state should request a login to this system. This User will only have access to create and view their requests for verification of benefits.</div> <div>Register as this type only if you are a WOTC State Coordinator, or their Staff, who needs to check for Applicant benefits received in this state and the Applicant now resides within your state. All other registration requests will be denied.</div>
<b>Individual Registration</b>	<b>Employers and Agents</b>	<b>Provider Registration</b>	<b>WOTC Registration</b>

Next, you will choose the type of representative that you are. As a note, if you are not the employer for tax purposes you will choose option 2, **Third Party Agents**.

### Representative Type

Please specify what type of user that you are:



☐ Direct Representative of your Organization

This includes employees, principals and owners of the organization that is registering.



☒ Third Party Agents (TPA)

This includes companies that represent one or more registered organizations and will perform activities on their behalf.



☐ Professional Employer Organization (PEO)

This includes companies that have responsibility for managing payroll for one or more registered organizations and will perform activities on their behalf. A PEO is the employer of record for tax purposes and insurance purposes.

### Agent Identification

#### Agent Identification

Please enter the FEIN for your business, NOT the business that you will be representing, that will come later.

\*Type of Identification: ☒ Federal Employer Identification Number  
☐ Social Security Number

\*Agent Federal Employer ID Number (EIN) / Agent Federal Tax ID (FEID) or Social Security Number:  !  
Do not enter dashes. Example 999001111

\*Confirm Agent Federal ID Number:  !

\*Agent UI Employer Account Number:  !  
Do not enter dashes. Example 99900111111

\*Confirm Agent UI Employer Account Number:  !

\*Will you be applying for Work Opportunity Tax Credits for your clients?: ☐ Yes  
☒ No

#### Login Information/business information

Next, you will need to create an account for your business. This is NOT the business or businesses that you will be representing. This would be your company and your information about the company. Entering the information for the companies you are representing comes on the next screen.

#### Adding employers or Editing employers

### What would you like to do next?



[Add Companies or Employers you wish to represent](#)

To find employers you wish to represent as an agent, please click the link above.



[Add Contacts](#)

To add additional contacts for your company, please click the link above.



[Add Locations](#)

To add additional locations for your company, please click the link above.

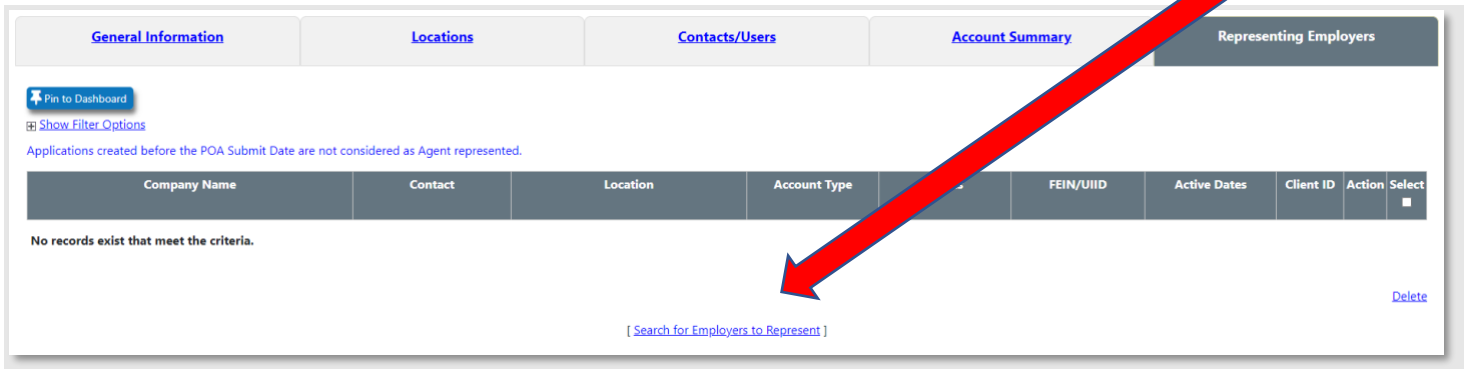


[My Dashboard](#)

To find more information about other services offered to employers, please click the link above.



Choose add companies or employer you wish to represent. Then you will click on the “**Search for Employer to Represent**” link.



The screenshot shows the 'Representing Employers' tab with a table that currently has no records. A red arrow points to the link '[ Search for Employers to Represent ]' located at the bottom center of the page.

Once there, you will have to search for your employer. You can use any of the fields but the easiest would be to input the FEIN.

### Find an Employer to represent

Company Name:

Federal Employer ID Number:

UI Employer Account Number:

Account Type:

[Find Employer](#)

The search results will show right below.

#### Search Results

To sort on any column, click a column title.

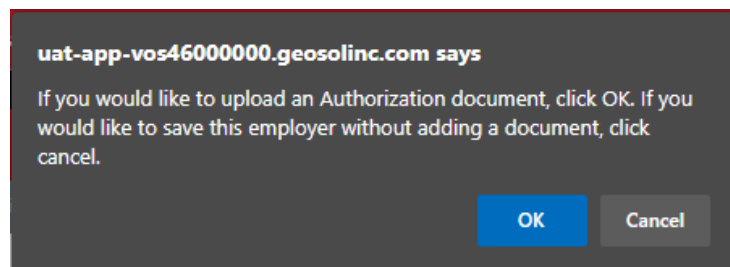
Company	City	Zip Code	Select
Test Employer	Aberdeen	57401	<input type="checkbox"/>
test123	Clearwater	33761	<input type="checkbox"/>
			<a href="#">Select</a>

Page 1 of 1 Rows 100

2 Records Found

You will need to check the box by the appropriate employer and hit the blue “select” link to proceed.

A message will appear to click “OK” **if you have supporting documentation to add.**



You will need to have your supporting documentation to proceed.

## Documentation Information

You will need to enter the dates that your employer gave your power of attorney and the end date if applicable. You will then be able to attach your supporting documentation. Once your documentation is attached, our system will notify staff that they have a pending third party verification. Staff will then review the document and approve the request. The employer also has the ability to approve requests.

## Document Information

**Document Description:** Power of Attorney ▼

**\* Document Tags:** Do not enter Personal Identifiable Information (PII) into this field.

Keywords that will be indexed with this attachment.

Test

**\* Employer Signature Date on Power of Attorney:**  !

**Start date on Power of Attorney:**

**\* End date on Power of Attorney:**  !

**Agent name on Power of Attorney:** Test123

**Power of Attorney Registration Type:** ☒ Recruiting

**Staff Approved:**

**Reason:**

## Attach Document

Select File

work\_experience\_request.pdf Remove

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

## Helpful Tip

Below is a screenshot of your dashboard for being a Third-Party Administrator. You will have to click on the **Power of Attorney** tab to get to your representing employer's screen.

▼ Pinned Links

You currently have no saved pins.

▼ Widgets

Completed Decisions (within the last 90 days)

- Denial Pending More Information
- Denied
- Certified
- Pending
- Submitted Applications

Power of Attorney

- 1 POAs expiring in 90 days
- 0 POAs that have been denied in the last 30 days
- 0 POAs that have been approved in the last 30 days
- 1 POAs pending approval in the last 30 days

Once there, you can click on the blue **"Pin to Dashboard"** link in the upper left corner and that will put the representing employers tab on your main dashboard under the pinned links section.

Pin to Dashboard Show Filter Options

Applications created before the POA Submit Date are not considered as Agent represented.

Company Name	Contact	Location	Account Type	Status	FEIN/UIID	Action	Select
Fastenal Company		2001 Theurer Blvd	Recruiting	Pending	/	<a href="#">View</a>	<input type="checkbox"/>
	Signature Date	Start Date	Ending Date	Submit Date	POA	Status	
	04/03/2022		05/28/2022	05/24/2022	<a href="#">claimfile.pdf</a>	Pending	